

FINAL EXAMINATIONS

Traditional Undergraduate

The final exam schedule is established by the Registrar's Office to closely match the schedule of courses during the semester. There may be instances where an exam cannot be offered on a day the course met and/or there may be instances where a student is required to take a number of exams in the same day (due to their individual schedule of courses during the semester). For these reasons, the institution provides several open sessions during the final exam week should an exam need to be administered outside of the regularly scheduled exam time. Because the nature and type of final examination or final experience must be determined, administered, and graded by the course instructor, the course instructor must approve a student's ability to take a final exam outside of the regularly scheduled exam time. No exams can be administered outside of the final exam week.

Graduate

Graduate faculty must provide instruction for the required number of instructional periods, but may administer final examinations at their discretion.

Any deviations from this policy must be approved by the appropriate Department Chair/Program Director/Coordinator, who informs the Dean of their respective school.

Any makeup exams offered during final exam week are scheduled and proctored by the faculty member, in coordination and cooperation with the department.